

## Job Description

*Michay's*

**Title:** Library Assistant

**Hours/Compensation:**

Hours at the discretion of the Library Director.

Compensation levels set by Board of Trustees.

As determined during his/her annual evaluation an employee may be eligible for an increase in pay based on improved skills, expanded duties and/or escalation in cost of living.

**Supervision:** Position is appointed and supervised by Library Director

**Benefits:** Currently this position requires less than twenty hours per week and therefore no Town benefits are offered; however part time employees must participate in the State OBRA retirement program. Conceivably in the future this job may require more hours and be eligible for benefits.

**Responsibilities:** Includes but is not limited to:  
Processing books and other data in and out of library.  
Interacting with patrons and helping them with their library needs.

**Physical Requirements:** Some light lifting.  
Ability to reach upper and lower shelves in stacks.

**Recommended Minimum Qualifications:**

**Education & Experience:**

None required

**Knowledge, Ability & Skill:**

Thorough knowledge of the alphabet and basic computer skills.

Ability to work in an organized manner, especially when time is consistently interrupted.

Skilled in communication and customer service.

Ability to deal in a tactful and helpful manner with the public at all times.

**APPOINTING AUTHORITY:** Library Director